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Safety and Buildings  
PO BOX 7162  
MADISON WI 53707-7162  
Contact Through Relay  
dsps.wisconsin.gov

Scott Walker, Governor  
Dave Ross, Secretary

April 6, 2012

Chris Swartz, Manager  
Village of Shorewood  
Shorewood, WI 53211

Dear Mr. Swartz:

I am pleased to inform you that your municipality's commercial building code enforcement delegation has been modified per your request. Per s. SPS 361.60(5)(c), I delegate your municipality the primary responsibility to do building plan review and inspections of small building projects (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting not more than 100,000 cubic feet) to be constructed within the limits of your municipality. This delegation does not include fire sprinkler or fire alarm plan review delegation, which you may request as a separate delegation. Building plans for such buildings may be submitted by the owner to your municipality or our agency. You will continue to be authorized per s. 101.12(3)(g), Wis Stats., to do inspections of all size buildings in lieu of our department.

An exception to this inspection authority delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

We will periodically monitor municipalities and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification. Municipalities are always free to relinquish their delegated authority at any time, given proper notice.

I understand that David Henson will be the primary code official responsible for enforcement and has the proper certification to do so.

Please contact Gloria Kocovsky at (608)267-9706 or [Gloria.kocovsky@wi.gov](mailto:Gloria.kocovsky@wi.gov) with changes in your contact information.

Our building inspection deputy for your area, Betty Wiese, Tel. 414-852-3694, will be contacting your code official in the near future to discuss transitional and coordination issues.

The Division of Safety and Buildings looks forward to working with you.

Sincerely,

Nancy Mistele  
Division Administrator

cc: Betty Wiese  
Steve Dobratz  
Tom Kasper